

Clerical & Office Branch
Accounting Clerical & Cashiering Group
Payables Series

DISBURSEMENTS SUPERVISOR

5/96(SAC)

Summary

Under general supervision, supervise maintenance and monitoring of financial records and fiscal operations related to City wide funds disbursement function.

Typical Duties

Direct preparation and updating of accounts payable, payroll and other authorized fund disbursements records and reports, and implementation of accounting control methods. Involves: overseeing invoice verification, discounts calculation, expenses coding, payment voucher issuance; accounts payable and payroll data entry into financial system from time sheets and other records, and ongoing standard accounting related clerical activities; reconciling general ledger with accounts payable expenditures; opening, adjusting, correcting and closing journal entries; checking accounting transactions to ensure expenditures are properly authorized and to enforce adherence of information received and processed to City Comptroller rules and regulations, the State Prompt Payment Act., other governmental laws and codes, and vendor contract payment terms; cooperating with investigation of internal and independent auditors and initiating corrective actions, and responding to other requests for information; researching vendor accounts to respond to inquiries and resolve complaints; overseeing other periodic or ad hoc analyses of details pertaining to bookkeeping issues associated with accounts payable and payroll processing and status; maintaining vendor master file in conjunction with Purchasing Department; reconciling, disbursing and replenishing petty cash funds.

Develop and organize day-to-day activities to achieve goals of assigned function within available resources. Involves: planning work operations by considering priorities, emergency situations, cyclic nature of work flow and established deadlines; adjusting work flow to accommodate available staff capabilities; coordinating functional activities with other organizations; evaluating and recommending adjustments in operating methods and procedures; preparing unit budget requests, recording and reporting allied activities and costs, and monitoring and controlling expenses.

Supervise assigned clerical accounting personnel. Involves: scheduling, assigning, instructing, guiding, checking work; appraising performance; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related administrative and accounting duties. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers, if required; ensuring proper operation, care and maintenance of equipment; accessing computer files, microfiche and related reports; developing and generating reports and statistical data; maintaining required files and records.

Minimum Qualifications

Training and Experience: Completion of an Associate's degree in Business Administration, Accounting or a related field and six (6) years performing increasingly responsible bookkeeping and related clerical accounting experience; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Considerable knowledge of: bookkeeping and accounting clerical procedures and systems; generally accepted governmental accounting principles, standards, and techniques; office procedures, practices, methods and equipment. Good knowledge of: laws, ordinances, and regulations governing municipal fiscal administration and control; supervisory techniques. Some knowledge of: cash management techniques; procurement regulations; internal control procedures.

Ability to: analyze, research and maintain accounts payable and payroll records and reports using automated accounting methods to comply with City policy requirements and professional standards; read and comprehend general business and accounting literature and procedures, or governmental regulations; accurately and quickly calculate figures and amounts such as discounts, interest, commissions, proportions and percentages; apply concepts of basic algebra and double entry bookkeeping; establish and maintain effective working relationships with peers, customers, vendors, contractors, consultants, and city officials, including those who may be angry or difficult to deal with; clearly and concisely express oneself both orally and in writing which involves effectively presenting information to or answering questions from individuals and groups, and preparing activity records and reports, business correspondence or procedure manuals; impartially and firmly exercise delegated supervisory authority and enforce personnel rules; interpret a variety of instruction in written, oral or schedule form to direct accurate processing of high volume numerical detail work; solve practical problems having a variety of concrete variables in situations where only limited standardization exists to overcome difficulties and interruptions in meeting strictly defined deadlines.

Skill in operation and care of computer terminal, personal computer, and work processing, spreadsheet or specialized accounting software.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary

Director of Personnel

Department Head

OFFICIAL